

Opening Date: September 25, 2014
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 15-02
Monthly Salary: \$3,401
Group/Class: B19/1102
Travel: 10%
Division: Finance/Financial Compliance
Number of Positions: 2
Position Number: 1435

JOB VACANCY NOTICE

Financial Examiner (Financial Examiner II)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644 or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Performs financial analysis and compliance monitoring work. Conducts financial and compliance reviews of local entities for which the Texas Water Development Board (TWDB) serves as lender or grantor. Provides financial monitoring support and assistance to agency program and contract managers and senior staff. Works under moderate supervision. Minimal travel; reviews primarily conducted off-site at the TWDB's headquarters in Austin, Texas.

Essential Job Functions

- Conducts financial reviews of municipalities who received loans and/or grants from the TWDB;
- Conduct reviews of municipalities who received loans from the TWDB to ensure compliance with loan covenants;
- Monitors the use of loan proceeds and prepares final accountings of loan proceeds to ensure loan and grant proceeds were used for authorized purposes.
- Examines borrowers records and affiliated business transactions, if any, to verify assets and liabilities, document and analyze financial trends, and to determine borrowers' financial condition;
- Reviews borrowers' ordinances, private placement memorandums, and financial documentation to determine compliance with TWDB requirements.
- Conducts financial database queries and prepares reports.
- Performs related work as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college with a Bachelor's degree in finance, accounting, business administration or a related field.
- Two years' experience in financial examinations, external auditing or internal auditing.

Knowledge, Skills, and Abilities

- Knowledge of terminology and standards applicable to governmental finance, accounting and auditing.
- Knowledge of auditing and accounting standards and techniques.
- Knowledge of financial analysis.
- Knowledge of Texas municipal bond issuance processes.
- Skill in use of personal computers, spreadsheets, databases, and word processing software.
- Skill in oral and written communication.
- Ability to work efficiently in a dependable, organized and productive manner in order to plan and arrange workload to meet schedules and deadlines.
- Ability to work as a team member in a courteous and effective manner.
- Ability to organize, analyze, consolidate and interpret data.
- Ability to evaluate municipal financial statements and audit reports.

Remarks

- Copy of required academic transcripts and/or licensures and copy of driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number 15-03

information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.